

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 4/24/2019



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- Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to  Elementary (only)                       High School/District Wide
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**Date:** 4/16/2019

**To:** **Corrina Guardipee-Hall**  
Superintendent

**From:** John E Salois  
**Title:** Human Resource Director

**Subject:** **CSA: Temporary Teacher 2018-2019**

**Description:** Superintendent Corrina Guardipee-Hall recommends a contract service agreement for Milyn Lazy Boy as a temporary teacher at the Napi Elementary.

**Financial Impact:** **\$5,070.00**

**Funding Source (Budget/grant, etc.):** Salaries, plus benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** 4/17/19

**Board Approval:** \_\_\_\_\_

**Contractor:** Milyn Lazy Boy

**Phone:** 406 460-0634

**Address:** PO Box 3048 Browning, MT 59417  
**P.O. Box or Street Address** **City** **State** **Zip**

**Type of Project/Service (be specific):** Temporary Teacher. Employee will be responsible for all job duties and functions as per the elementary teacher Job Description. Employee is under the supervision of the Napi Principal

**Contracted Dates:** 4/25/19-5/31/19

Rate per hour/per day: \$195 per day x 26 days \$5,070 = \$5,070  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A  
Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A  
Other costs (explain): Not to exceed total \$ amount = N/A  
**Total Project Cost** = \$5,070

**Contract to be paid from:**  
101.30.120.1700.112

**Independent Contractor:**

- Submit invoice on completion  
 Other \_\_\_\_\_

**Employee:**

- Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Principal/Supervisor**

\_\_\_\_\_  
**SSN/Federal ID Number/EIN**

\_\_\_\_\_  
**Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

**White – Contractor**

**Yellow – Business Office**